

<b>Center Name:</b> Charlotte's Place Preschool		<b>Address:</b> 3100 Oak St. Las Cruces, NM 88005			<b>Phone:</b> (575)644-7178		
<b>License Number:</b> 157952	<b>Issue Date:</b> 08/5/2016	<b>Expiration Date:</b> 08/4/2017	<b>Type:</b> 3 Star FOCUS Child Care Center		<b>Status:</b> Licensed		
<b>Capacity</b>					<b>Census</b>		
Over Age 2:	36	Under Age 2:	28	Night Care:	0	Playground:	45
		Over 2:	13	Under 2:	5		
<b>Days and Hours of Operation</b>							
	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Opening Times:	07:00 AM	07:00 AM	07:00 AM	07:00 AM	07:00 AM	Closed	Closed
Closing Times:	05:00 PM	05:00 PM	05:00 PM	05:00 PM	05:00 PM		
<b># of Classrooms:</b> 7	<b>Purpose:</b> Annual		<b>Date:</b> 06/16/2017		<b>Time:</b> 11:35 AM		
<b>Comments</b>							

A SURVEY OF YOUR FACILITY HAS BEEN MADE AND YOU ARE NOTIFIED OF NON-COMPLIANCE OF THE REGULATIONS AS NOTED BELOW:

Licensure	
8.16.2.11 A TYPES OF LICENSES	Compliance
8.16.2.11 B RENEWAL OF LICENSE	Not Inspected
8.16.2.11 D NON-TRANSFERABLE RESTRICTIONS OF LICENSE	Not Inspected
8.16.2.12 A, K, M LICENSING ACTIONS AND ADMINISTRATIVE APPEALS	Compliance
8.16.2.17 E, F SURVEYS FOR CHILD CARE FACILITIES	Compliance
8.16.2.18 D COMPLAINTS	Not Inspected
8.16.2.21 A LICENSING REQUIREMENTS	Compliance
8.16.2.21 B CAPACITY OF CENTERS	Compliance
8.16.2.21 C INCIDENT REPORTING REQUIREMENTS	Compliance
Administrative Requirements	
8.16.2.22 A ADMINISTRATION RECORDS	Compliance
8.16.2.22 B MISSION, PHILOSOPHY AND CURRICULUM STATEMENT	Compliance
8.16.2.22 C POLICY AND PROCEDURES	Compliance
8.16.2.22 D FAMILY HANDBOOK	Not Inspected
8.16.2.22 E CHILDREN'S RECORDS	Non-compliance

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**Administrative Requirements**

**Deficiencies**

Of the 10 children's records reviewed, 3 is/are missing a copy of an up-to-date immunization record or public health division approved exemption. See Children's Records 8.16.2.22 form for the child(ren) with no immunization/exemption.

**Regulation:** 8.16.2.22E(1)(e)

**Corrective Action Plan**

Parents will be advised to submit a complete and up-to-date immunization record or exemption. The center will review all children's records to ensure complete information is on file.

**Date to be Completed:** 07/17/2017

8.16.2.22 F PERSONNEL RECORDS	Compliance
8.16.2.22 G PERSONNEL HANDBOOK	Not Inspected

**Personnel & Staffing**

8.16.2.23 A PERSONNEL AND STAFFING REQUIREMENTS	Compliance
8.16.2.23 B STAFF QUALIFICATIONS AND TRAINING	Compliance
8.16.2.23 C STAFF/CHILD RATIOS AND GROUP SIZES	Compliance

**Services & Care of Children**

8.16.2.24 A GUIDANCE	Compliance
8.16.2.24 B NAPS OR REST PERIOD	Compliance
8.16.2.24 C ADDITIONAL REQUIREMENTS FOR INFANTS AND TODDLERS	Compliance
8.16.2.24 D DIAPERING AND TOILETING	Compliance
8.16.2.24 E ADDITIONAL REQUIREMENTS FOR CHILDREN WITH SPECIAL NEEDS	Compliance
8.16.2.24 F ADDITIONAL REQUIREMENTS FOR NIGHT CARE	N/A
8.16.2.24 G PHYSICAL ENVIRONMENT	Compliance
8.16.2.24 H SOCIAL-EMOTIONAL RESPONSIVE ENVIRONMENT	Compliance
8.16.2.24 I EQUIPMENT AND PROGRAM	Compliance
8.16.2.24 J OUTDOOR PLAY AREAS	Compliance
8.16.2.24 K SWIMMING, WADING AND WATER	N/A
8.16.2.24 L FIELD TRIPS	N/A

**Food Service**

8.16.2.25 B MEALS AND SNACKS	Compliance
8.16.2.25 C MENUS	Compliance
8.16.2.25 D KITCHENS	Compliance
8.16.2.25 E MEAL TIMES	Not Inspected

**Health & Safety Requirements**

8.16.2.26 A HYGIENE	Compliance
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<b>Health &amp; Safety Requirements</b>		
<b>8.16.2.26 B FIRST AID REQUIREMENTS</b>	Not Inspected	
<b>8.16.2.26 C MEDICATION</b> <u>Deficiencies</u> Medication was observed in the center that does not have a label with the child's name and the date the medication was brought to the center.  In the Mobile Infant classroom a tube of Nystatin Ointment and Butt Paste were not labeled.  <b>Regulation:</b> 8.16.2.26C(3)  <u>Corrective Action Plan</u> Medication will be labeled and dated as required. <b>Date to be Completed:</b> 07/17/2017	Non-compliance	
<b>8.16.2.27 A-D ILLNESS REQUIREMENTS FOR CENTERS</b>	Not Inspected	
<b>8.16.2.28 A-H TRANSPORTATION REQUIREMENTS FOR CENTERS</b>	N/A	
<b>Buildings, Grounds &amp; Safety</b>		
<b>8.16.2.29 A HOUSEKEEPING</b>	Compliance	
<b>8.16.2.29 B PEST CONTROL</b>	Not Inspected	
<b>8.16.2.29 C MECHANICAL SYSTEMS</b>	Compliance	
<b>8.16.2.29 D WATER AND WASTE</b>	Compliance	
<b>8.16.2.29 E LIGHTING, LIGHTING FIXTURES AND ELECTRICAL</b> <u>Deficiencies</u> Electrical outlets within reach of children in the Teal (3-4 year old classroom) are not safety outlets and they do not have protective covers.  On one of the electric outlets a cover is missing. <b>Regulation:</b> 8.16.2.29E(3)(b)  <u>Corrective Action Plan</u> Protective covers will be added. <b>Date to be Completed:</b> 07/17/2017	Non-compliance	
<b>8.16.2.29 F EXITS AND WINDOWS</b>	Compliance	
<b>8.16.2.29 G TOILET AND BATHING FACILITIES</b>	Compliance	
<b>8.16.2.29 H SAFETY COMPLIANCE</b>	Compliance	
<b>8.16.2.29 I SMOKING, FIREARMS, ALCOHOLIC BEVERAGES, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES</b>	N/A	
<b>8.16.2.29 J PETS</b>	N/A	

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Please note: Per CYFD regulation NMAC 8.16.2, failure to comply with the corrective action plans as noted above, may result in further action taken against the licensee.

Sandra Connolly  
1/15

06/16/2017

M Wall

06/16/2017

Surveyor: Sandra Connolly	Date	Facility Rep: Melanie Waller	Date
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